

Delaware Township Kitchen Use Policy and Checklist

All kitchen use requests along with hall rentals must be approved by the Board of Supervisors. The Delaware Township Building Use Policy and Waiver of Responsibility apply to the use of the Delaware Township Kitchen.

Each event will receive a policy and checklist form that is to be completed and signed after the kitchen use. Failure to turn in this sheet could result in loss of deposit or suspension of future use of the kitchen. You must return the checklist with the key the following day. If you do not know how to work equipment, it is your responsibility to find out before your event. If the kitchen is not clean when you arrive, please let someone know!! If a section of the kitchen is not used simply mark "NA" on the checklist.

Check when completed	Job to complete	Initials of person responsible
✓	Example	AB
	Wash all dishes used	
	Put all dishes and pans back where they were	
	Turn off oven and stove	
	Empty dishwasher	
	Clean dishwasher strainer (leave no food)	
	Clean sinks and clear sink strainers	
	Clean all kitchen surfaces and leave clear	
	Make sure you use stove vents when cooking	
	Clean stove, grill, and microwave	
	Turn off vents for stove and oven	
	Turn off oven and stove overhead lights	
	Wipe down all cabinets	
	Roll down window and lock	
	Take out all trash to the dumpster	
	Sweep and mop floor	
	Put away all cleaning supplies neatly	
	Dry outside of mop bucket if necessary	
	Take leftover food and drinks with you	
	Turn off all lights	
	Lock all doors	

All of the above has been completed and the kitchen is clean and ready for the next event. I understand that I or my group will be held responsible for any part not completed and can lose a deposit, be charged for clean-up, or lose the opportunity for future usage.

Group or individual event

date of event

Signature of Responsible person or committee head

date

Delaware Township

date

Any questions?

Contact Catherine Bram at cbram@delawaretownship.pa.gov or 570-828-2347